



SYNERGY PARTNERS
LAW FIRM
HR BOOKLET





1. Do you want to develop and grow professionally?
2. **Is it easy for you to understand what is written in the laws?**
3. Do you like law and jurisprudence?
4. Do you have little or even no experience?
5. **Do you know English perfectly?**
6. Do you want to try out at the legal consulting?
7. **Do you like to analyze and find the best solutions?**
8. Do you like litigation?
9. Do you like to communicate and know how to make right acquaintances, networking?
10. Do you like efficiency?
11. Do you want to work side by side with professionals?

If you answered most of the questions **YES**, we have a lot in common. Please look the further and we will try to answer your questions or give you more detailed information.



BRIEFLY ABOUT US

Synergy Partners is a professional law firm that provides professional legal services and consulting services.

You can find out more information about us on our web-site:

www.synergy-law.com

RATINGS

Synergy Partners has references from the international legal directories



the global voice of
the legal profession



Ассоциация
Налогоплательщиков
Казахстана



Delegation der Deutschen
Wirtschaft für Zentralasien
Представительство Германской
экономики в Центральной Азии



АВЭК
АССОЦИАЦИЯ ВОЗВОДНОВЛЯЕМОЙ
ЭНЕРГЕТИКИ КАЗАХСТАНА

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ANSWERS. SOLUTIONS. RESULTS.



Synergy Partners does not focus on a position or profession, but rather focus on the **skills** that are required to lead projects and create values in our services.

We do not limit ourselves to certain vacancies or resumes, and we believe that every person is talented.

The task of the Synergy Partners HR Team is to find **your talents or predisposition to certain abilities**.

We need talented candidates like you who can add value to the products and services that Synergy Partners provides to its Clients.

We are sure that **your talents** will be discovered during the practice and implementation of projects.

We always have various open vacancies such as **lawyers without experience**, marketers, accountants, translators, paralegals, secretary, reception specialists.

Synergy Partners HR Team will analyze your experience, resume and test answers.

Depending on the test results, you will be selected a suitable position and our offer will be sent to you.

We ask you to be patient as the selection process may take longer than you might have expected.

HR team will try to find **the best conditions and positions for you in Synergy Partners** after long tests and interviews.

If you have any questions, please contact HR: +7 727 390 15 10,

HR Department career@synergy-law.com

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Extensive experience in all branches of law

We don't have any specializations or departments. It gives opportunity for our lawyers to choose their own projects and branches of law. Consultant may try out at such areas as: commercial contracts, corporate law, litigation, M&A, Intellectual Property, tax, fiscal practice and many other branches of law.

The best start for a career

The lawyer who has worked in Synergy Partners law firm for about 5 years, in the future can work as an in-house lawyer in any company or as a specialist in other companies.

Unique professional environment for lawyers

You will find yourself in an unique professional environment of lawyers who have invaluable experience and can help you grow and develop quickly.

Novice employees and experienced lawyers also learn and develop various skills in different areas such as: negotiation skills, project management, problem solving skills, client management skills, networking skills, writing and correspondence skills, as well as other skills that allow you to work effectively, which will increase the employee's income.

Perspective for the future

Since your skills and experience will certainly grow, your income will also grow in proportion to your experience and skills. Synergy Partners is a growing company and you can grow with us.

Interesting projects

All projects are very interesting. We work at the intersection of the most complex issues that affect the income of our Clients. We **do not have a monotonous and boring job**, as we focus on efficiency and on global best practices.

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WHAT MAKES US DIFFERENT

- We do not practice free internships. Any internship, even summer, is paid
- All **employees are unique and talented** in their own way
- If during busy periods other companies work until 02:00-04:00 in the morning, the office in Synergy Partners closes at 21:00 maximum
- At Synergy Partners, employees have a free work schedule, we are not encouraged to work late, this indicates inefficiency during the day or other things
- Employees can visit sports clubs at any time as Synergy Partners encourages sports and a healthy lifestyle
- Synergy Partners values efficiency and our **employees are efficient and creative**
- Synergy Partners employees are able to find solutions in any complicated or unusual situation
- Synergy Partners **encourages critical thinking** and a different way of looking at things
- 95% of decisions are made collectively
- Synergy Partners periodically conducts knowledge sharing or experience sharing
- Synergy Partners **has its own standards of corporate culture**
- We love humor and tasty food :)
- Our lawyers and employees are trusted with huge and interesting projects
- We express our thoughts simply, briefly and clearly

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WHAT MAKES US DIFFERENT

- We always have a lot of interesting projects that involve the entire staff
- All employees are **always in touch**
- All Synergy Partners employees are professionals in their field
- All Synergy Partners employees are able to argue and present their ideas, solutions, thoughts, projects
- Synergy Partners employees are **not afraid of difficulties**
- Persuasion skills are welcome at Synergy Partners
- Synergy Partners operates according to standards that are not lower than global ones

CAREER DEVELOPMENT

- Our employees are growing and moving faster than in other firms
- Synergy Partners provides **extensive experience in all areas of law**. After five years, you can get an in-house job, if you have a good experience
- Synergy Partners legal consultants can choose projects by themselves
- At Synergy Partners **everything depends on you, your career is in your own hands**
- The level of remuneration depends on experience, efficiency and development
- Our employees can pump and gain experience in all directions: business solutions, ability to see through people, negotiations, diplomacy, management, managerial qualities, strategic thinking, critical thinking and so on

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WHY IS IT SO DIFFICULT TO GET INTO SYNERGY PARTNERS?

High requirements for candidates

Our clients are various companies in oil and gas sector, IT industry, pharmaceuticals, banks, insurance organizations, pharmaceutical companies that have their own lawyers. Our lawyers must be 3-4 heads higher to advise our clients. Therefore the selection process is thorough and takes longer than in other companies.

English language skills

Since our clients are foreign companies, all correspondence and draft documents are kept at least in English version. Knowledge of English is a crucial factor, but not critical for working in other positions.

Skills

Synergy Partners employees communicate with people of different professions. These can be financial managers, shareholders, directors, chief accountants, businessmen.

Communication with professionals requires certain qualities. These qualities will be revealed by our tests and various tasks.

Critical thinking

Since we are consultants, we are expected to solve problems quickly, or find the best solutions for the client. Synergy Partners employees must have such skills as critical thinking, the ability to develop effective solutions, analytical abilities.

Writing and analytics skills

The ability to write complex things in simple language is highly valued in Synergy Partners. We also love analytical work. Demonstrating all of the above skills will help you get into Synergy Partners faster.

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Which resumes are considered priority?

- that were sent to our e-mail career@synergy-law.com
- IELTS 6.5 and higher
- **cover letter**
- CV in English language
- there are any achievements, awards, diplomas, certificates, prizes, participation in Olympiads, competitions, debates
- there is at least one publication, article
- readiness to pass all tests
- you listened to a guest lecture, a seminar organized by Synergy Partners lawyers



FREQUENTLY ASKED QUESTIONS

Do you have any vacancies for other majors?

Yes, we have. We need different candidates for different positions with different experiences.

I studied law, but worked for 5 years in marketing. Can I start a career in Synergy Partners?

Yes, of course. You can submit and send your CV.

I sent CV, what should I do next?

As soon as we receive your CV, after reviewing it, our HR will contact you to invite you to an interview and tests.

I was rejected, can I re-apply for the job in a year?

Yes, of course. HR shall review your CV: what has changed over the past year, what experience you have gained, and what you want to achieve? It often happens that people try to get to us even after rejection.

I have heard a lot about Synergy Partners and would like to know more about you. How can I do it?

Follow us on Instagram

 [@synergy_partners_law_firm](https://www.instagram.com/synergy_partners_law_firm)

We often hold open-doors days, visit different universities, and give lectures for students.

You can apply to be included in the guest list for the open day.

When there is such an event, we shall invite you. The application shall be in a free writing form with attached CV to the e-mail: career@synergy-law.com

I am studying for master's degree, can I pass an interview in parallel?

Yes. If you pass our interview and tests, we will send you an offer with a convenient date for starting a job or internship.

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I am a 2nd year student, can I start an internship at Synergy Partners?

Yes, of course. You can take a summer internship with us.

What are your salaries?

The level of remuneration depends on many factors such as experience, results of your tests at the selection stage. The level of remuneration depends on test results, so we recommend you to show the best possible results during the selection process.

Salaries and rewards at Synergy Partners are constantly growing and depend on factors such as skills, the consultant's competency map, and the ability to quickly and accurately complete a task.

I am a student, I want to take an internship for 3 months. Is internship paid?

Yes, it is paid for. We believe that any work should be paid for.

I passed the test, you don't contact me, what should I do?

The hiring process takes a long time, and you need to be patient. By our standards, we always give feedback to the candidate. As a rule, we always send a message to the candidate by email about the test results.

Is it necessarily to take an internship?

All candidates take internship and adaptation, as there are a lot of standards in Synergy Partners.

The candidate needs the necessary time to settle in and start consulting Clients. The internship can last from one month to two years, or end prematurely, if the trainee has received all the necessary skills for independent project management.

What is the mission of Synergy Partners?

We don't like to say "mission" :)

The goal of Synergy Partners is to ensure that our employees are happy, earn great income, enjoy what they do and bring value and benefit to our employees.

To increase the benefit and **well-being of our employees**, we need to create benefits and value for our customers.

In general, we bring benefit and value not only to our clients and employees, but also to society and the state, as we create jobs, pay taxes, and improve the institutions of society.

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WE ARE ON INSTAGRAM

Subscribe to our page to be the first to learn about our:

- lectures, seminars, events
- internships, open vacancies
- recruitment and selection process
- different challenges for candidates
- last news
- interesting life hacks, advises and recommendations

We also have a subscription to the newsletter from the HR service. To do this, send the message "subscribe to HR" to the email address career@synergy-law.com

 [@synergy_partners_law_firm](https://www.instagram.com/synergy_partners_law_firm)

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